

POTTER HEIGHAM PARISH COUNCIL
5 Sceptre Close, Hellesdon, Norwich, Norfolk, NR6 5HE
Tel: 07917841665 clerk@phpc.norfolkparishes.gov.uk

Minutes of the Potter Heigham Parish Council Meeting

Held on **Wednesday 11th March 2026** at 7.30pm in Potter Heigham Village Hall.

Present: Cllr Sheridan Turner, Chair
Cllr Donald Pickering
Cllr Helen Bartlett
Cllr Stan Chapman
Cllr Keith Lowes
Cllr Harry May
Cllr James May
Cllr Rob McCombe
Cllr Bev Standen

In Attendance: Cllr Richard Price, Norfolk County Council (NCC)
Laura Bateman, Parish Clerk
1 member of the public

The meeting was brought to order at 7.30pm.

1) Apologies: Cllr Mary Haslam
Cllr Harry Blathwayt, North Norfolk District Council (NNDC)

2) Public Forum:

a) Items from the public: None received.

b) Items from the County Councillor:

Cllr Price stated he had noted the concerns about the large vehicles turning right from Bridge Road onto Station Road going around the wrong side of the bollards and he has raised these at the recent Stalham Neighbourhood Police meeting. He also raised the concerns regarding the steel girder operations at Glebe Farm. He encouraged parish Council attendance at these meetings and the Council will ensure a representative attends the next meeting.

He explained that the outstanding action on the Clerk's report regarding Herbert Woods raising part of the ground level on a piece of their land is the Broads Authority's responsibility and not that of the flood wardens. He raised this matter at the recent MAG meeting, which will deal with it going forward.

The CCTV to be installed at Latham's is planned for completion by the end of March.

Accident statistics on the A149 show a decline in reported incidents over the last five years. However, it was noted that not all incidents will have been reported. The speed cameras appear to have had a positive effect in reducing the number of drivers

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exceeding the speed limit. The preliminary report from the fatal accident that occurred on Ludham Road last summer will be released later this month and the inquest is due in early summer 2026. The conclusions will hopefully support a reduction in the speed limit to comply with national standards.

- c) Items from the District Councillor:
No report received.

Cllr Bartlett confirmed the fallen finger post on Decoy Road had been reinstated.

- d) Items from outside bodies:
- i. Village Hall Management Committee (VHMC): Nothing to report.
 - ii. Other outside bodies: None received.

3) Declarations of Interest

- a) Cllr Turner, Cllr Pickering, Cllr H May and Cllr Chapman declared an interest in item 9a as trustees of the VHMC.
- b) There were no applications for dispensation.

4) Minutes of the Previous Meeting

With one minor amendment, the minutes of the meeting held on 11th February 2026 were approved. Proposed Cllr H May, seconded Cllr Chapman, all in favour.

5) Matters Arising

The Clerk provided an update on matters arising from the previous meeting, as detailed in report PHPC2. Following Cllr Price's report it was agreed to remove the first outstanding item.

Photos of the extended property boundaries on Bridge Road will be forwarded to Cllr Price for investigation. Google Earth historic images show that the boundaries have been the same for at least 15 years.

The quotation received from Garden Guardian of £40 per cut to maintain the path through the Community Woodland off Church Lane was agreed for two cuts per year. Cllr Price will contact Norfolk County Council's Highways team for information regarding the cutting of Potter Heigham FP4, which runs alongside the Community Woodland.

The new byelaws sign has been purchased and is awaiting delivery. The Clerk will contact the Broads Authority to request complimentary installation of the sign at the Staithe.

ACTION Parish Clerk

6) Clerk's Report

Cllr Standen will send the what3words location of the pothole on the A149 to the Clerk to share with Cllr Price for reporting to Highways. **ACTION Cllr Standen/Parish Clerk**

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7) Planning Matters

- a) New planning applications: None received
- b) Planning decisions made: None received
- c) Planning updates:
Concerns were raised regarding possible building activity, including floodlighting and structures being erected at Rose Farm. The Clerk will report this to the planning team for investigation. **ACTION Parish Clerk**

The Clerk will report to Cllr Price that there is no evidence on Google Earth images or Companies House records of any steel girder operations at Glebe Farm. It was noted that there appears to be a reduction in traffic attending The Hut Gym.

ACTION Parish Clerk

8) Governance Matters

- a) The Clerk provided an update on the new Assertion 10 Annual Governance and Accountability Review requirements. In order for the Council to meet the new requirements, it is required to adopt an IT policy, implement a data audit and retention schedule and ensure its website is accessible.
- b) The draft IT policy was agreed to be adopted as presented. Proposed Cllr McCombe, seconded Cllr Standen, all in favour.
- c) The Freedom of Information Publication Scheme and supporting document were reviewed and agreed. Proposed Cllr Bartlett, seconded Cllr McCombe, all in favour.
- d) The data audit and retention schedule was agreed as presented. Proposed Cllr Pickering, seconded Cllr Bartlett, all in favour.
- e) It was noted that the Council's income for 2025/26 will exceed the £25,000 threshold for exemption from an external audit. The Clerk will provide a comprehensive end-of-year financial report and further information at the next meeting.
- f) The quotation received from Jo Raby for £60 to conduct the internal audit was unanimously agreed.

9) Other items for Discussion/Decision

- a) The VHMC's grant request for £5,000 was considered. Cllr Turner abstained as VHMC Secretary and author of the application and Cllr Pickering abstained as signatory to the application. Cllr Standen requested that a breakdown of how the prior year grant funding was spent. It was noted that funds support operations and maintenance such as restoration of the shed and repairs to the Annex roof. It was unanimously agreed to award the grant.
- b) This item was discussed previously during the County Councillor's update.

10) Correspondence

The following communication was noted as being circulated:

- a) Cllr Price's latest Parish Report
- b) Details of the Broadland Future Initiative webinar (the Clerk will attend)

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- c) The latest Potter Heigham Trust Fund Report

11) Financial Matters

- a) The bank balances were noted
- b) The payments made and received since the last meeting were noted
- c) Payments due were unanimously agreed

12) Report from Council Leads

- a) Allotments: The hedges at the allotments had been cut and one notice to quit had been received.
- b) The Staithe: The Broads Authority had carried out cleaning works, which have improved conditions when the Staithe is dry. However, after rainfall it becomes extremely slippery and dangerous. Cllr J May will send photos to the Clerk to report the concern. **ACTION Parish Clerk**

The flower beds now require attention and the Clerk will contact residents who volunteered last year. Cllr Pickering will provide plants. **ACTION Parish Clerk**

Following concerns regarding weed killer entering the water at the Staithe, Cllr H May confirmed that it does not enter directly. The area drains into the dykes, meaning any substance is significantly diluted before reaching the main river.

- c) SAM2 device is currently installed near Latham's facing the Potter Heigham Bridge. Cllr Standen will look into sourcing a spare set of brackets to make changing the location of the device easier.
- d) Police: Nothing to report.

13) Any Other Business

A ditch is blocked on the corner of Ludham Road and Market Road. The authorities had been out to try and unblock the pipe but the blockage was further back at the ditch. The Clerk will report this to Norfolk County Council. **ACTION Parish Clerk**

The refurbishment of the bus shelter had been delayed due to unforeseen circumstances but was still on the Parish Council's outstanding actions to complete.

Concerns were raised regarding large vehicles visiting Broadland Caravan Park, indicating possible development activity. Cllr Standen will investigate. **ACTION Cllr Standen**

DATE AND TIME OF NEXT MEETING Wednesday 8th April 2026 at 7.30pm

The meeting was closed at 8.51pm